



Town of Danville

ACCOUNTING TECHNICIAN

DEFINITION

To perform complex clerical accounting work involving the maintenance of financial, accounting, and/or statistical records in an on-line accounting system.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Financial Services Supervisor.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class have a high degree of responsibility assigned, complexity and confidentiality of work performed, independence and control over the work product, and /or specialized knowledge demonstrated. In addition, an Accounting Technician works under minimum supervision, and the duties assigned require the exercise of initiative, independent judgment and interpretation of regulations and law.

WORKING CONDITIONS

Office setting with some counter contact , significant telephone contact with public, computer work, deadlines and interruptions. Job requires ability to handle several things at once and work independently after orientation to Town's policies, procedures, and software.

ESSENTIAL JOB DUTIES - Accounts Payable

- Review and process purchase requisitions; ensure that information (account code and amount) is entered correctly in the accounting system and issue purchase orders.
- Receive invoices and match to purchase order and packing slips; request approval and additional information as necessary; enter information into computerized accounting system; prepare checks for vendors.
- Prepare registers of audited demands, attend staff/council information sessions to answer questions regarding the register.
- Prepare and distribute annual 1099's for vendors, ongoing CA Form 5342 forms, and CA Use Tax Direct payments.
- Process employee expense reimbursements.
- Generate and check a variety of computerized accounting reports.
- Maintain and update spreadsheet reports such as monthly utility costs.

- Administer Cal Card Purchase Program.
- Assist with accounting reports; compile and organize various types of financial and statistical information.
- Work with computer systems and keep system problems communicated to software vendor helpdesk for resolution.
- Maintain accurate and thorough files related to assigned activities, including scanning and electronic attachment of supporting documents and filing accounts payable documents.
- Research and answer employee, department, and vendor questions regarding the status of accounts and payments.
- Promote the Town's Statement of Purpose.
- Perform duties within OSHA standards.
- Take cash receipts/deposits to bank.
- Fill out credit applications as needed.
- Other duties as assigned.

OTHER DUTIES

Duties may include some of the following specific areas, and do include, but are not limited to, the following general areas:

Analyze and reconcile account activity and balances, making or requesting appropriate adjustments, (includes assisting with year-end close work). Work extensively with computer systems, critically review and interpret computer reports related to specific job responsibilities; work with software vendors and Information Systems staff to identify and correct problems.

EQUIPMENT, METHODS AND GUIDELINES

- Uses computer linked to the on-line accounting software, spreadsheet, word-processing, e-mail and scheduling software.
- Uses printers, copier, fax, telephone, 10-key calculator, typewriter, and check-signing equipment.
- Resource materials include Town policies and procedures; standard accounting record keeping guidelines; federal, state and municipal laws.

PHYSICAL DEMANDS

The work requires speech, hearing, vision and manual dexterity as well as the ability to understand and carry out oral and written instructions, interpret written regulations, and work under deadline pressures. The work requires the ability to stand, sit, bend, stretch, and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds such as ledgers, files and records.

EXPERIENCE AND EDUCATION

A combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in computerized bookkeeping or clerical work involving accounting record keeping and reporting. Two years computer spreadsheet and word processing experience. Two years experience dealing with the public in a service capacity.

EDUCATION:

Equivalent to a twelfth grade education with a minimum of two years Jr. College or its equivalent, supplemental course work or training in accounting or bookkeeping methods.

OTHER REQUIREMENTS

California Driver's License.

Satisfactory credit check.

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